

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 64 and 364
HARTFORD CITY, INDIANA

January 1, 2003 to December 31, 2003

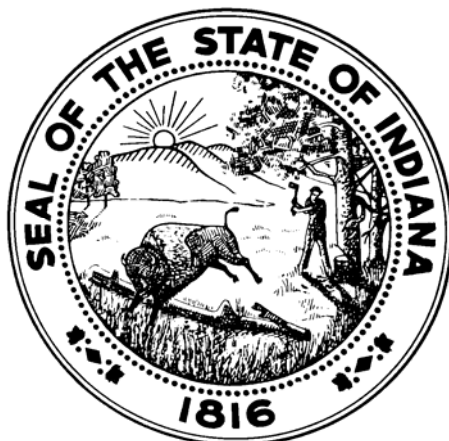


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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Mrs. Patricia S. Tartar (Interim) Mrs. Patricia A. Jones	01-01-03 to 02-23-03 02-24-03 to 12-31-04



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 64 and 364 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

September 27, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 64 AND 364
 HARTFORD CITY, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2003 to December 31, 2003

	Branch Number 64	Branch Number 364	Totals (Memorandum Only)
Collections:			
Registrations	\$ 1,228,039	\$ 177,064	\$ 1,405,103
Titles	232,819	22,833	255,652
Drivers Licenses	51,502	7,994	59,496
Watercraft	23,502	3,331	26,833
Miscellaneous	<u>212</u>	<u>20</u>	<u>232</u>
Totals	<u>\$ 1,536,074</u>	<u>\$ 211,242</u>	<u>\$ 1,747,316</u>
Distributions:			
State Fees	\$ 604,763	\$ 76,608	\$ 681,371
County Tax	771,193	109,662	880,855
Commission Fees	<u>160,118</u>	<u>24,972</u>	<u>185,090</u>
Totals	<u>\$ 1,536,074</u>	<u>\$ 211,242</u>	<u>\$ 1,747,316</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 64 AND 364
HARTFORD CITY, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Satellite Branch

This report contains financial and statistical information for both Hartford City License Branch Number 64 and Montpelier License Branch Number 364. The Montpelier Branch is a satellite branch of the Hartford City Branch. The Montpelier Branch has limited hours of operation and all personnel and support are provided by the Hartford City Branch.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 64 AND 364
 HARTFORD CITY, INDIANA
 STATISTICAL INFORMATION
 January 1, 2003 to December 31, 2003

<u>Transactions Processed</u>	<u>Branch Number 64</u>	<u>Branch Number 364</u>	<u>Totals (Memorandum Only)</u>
Vehicle Registrations:			
Passenger	7,144	1,057	8,201
Motorcycle	350	52	402
RV (Housecar)	242	49	291
Light Truck	3,627	658	4,285
Other Truck	91	11	102
Farm Truck	107	24	131
Tractor	41	3	44
Trailer	1,279	253	1,532
Semi-Trailer	195	8	203
School and Church Bus	4	3	7
Other Bus	2	-	2
Other	5	-	5
Total Vehicle Registrations	<u>13,087</u>	<u>2,118</u>	<u>15,205</u>
Drivers Licenses and Permits:			
Drivers Licenses/Learners Permits	2,307	367	2,674
CDL Licenses/CDL Permits	138	14	152
Placards	399	53	452
Other	1,291	187	1,478
Total Drivers Licenses and Permits	<u>4,135</u>	<u>621</u>	<u>4,756</u>
Titles:			
Vehicles	4,274	684	4,958
Watercraft	37	16	53
Total Titles	<u>4,311</u>	<u>700</u>	<u>5,011</u>
Total Watercraft Registrations	<u>464</u>	<u>70</u>	<u>534</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 64 AND 364
HARTFORD CITY, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on September 27, 2004, with Mrs. Patricia A. Jones, Branch Manager; and Mrs. Patricia S. Tartar, former Interim Branch Manager. Our examination disclosed no material items that warrant comment at this time.